DOCUMENT RESUME

ED 115 885 CE 005 723

TITLE	Fall Department Head Report--Reporting Booklet 2.0 to the Massachusetts Division of Occupational Education (Fiscal Year Ending June 30, 1975) for Distributive Education.
INSTITUTION	Management and Information System for Occupational Education, Winchester, Mass.
SPONS AGENCY	Massachusetts State Dept. of Education, Boston. Div. of Occupational Education.
PUB DATE	30 Jun 75
NOTE	143p.; For related documents, see ED 062 553; ED 068 646-647; ED 072 225; ED 072 228; ED 072 303-304; CE 005 687-727; Instructions for completing the booklet are available in CE 005 701
EDRS PRICE	MF-$0.76 HC-$6.97 Plus Postage
DESCRIPTORS	Annual Reports; Census Figures; Data Collection; Demonstration Projects; *Distributive Education; *Educational Objectives; Job Skills; *Management Information Systems; Program Design; *Records (Forms); State Programs; *Vocational Education
IDENTIFIERS	Census Data System; *Management Information System Occupational Educa; MISOE; Terminal Performance objectives; TERMOBS

ABSTRACT

The reporting booklet is required for the Census Data System (CDS) of the Management Information System for Occupational Education (MISOE); it contains the reporting forms which collect data that describe program structure and job-entry skill outcomes expected of program completors in the individual occupational education area of distributive education. Utilization of instructional area is also determined. This booklet contains the terminal performance objectives (TERMOBS) for this program area. They are actually the forms by which the skills of program completors are reported by department heads. CDS, one of two major subsystems of the integrated management information system, was developed to provide occupational education managers with comprehensive data on which to base rational management decisions. Essentially, CDS contains descriptive information systematically structured in a manner which allows it to be used as a basis for sampling evaluative research studies. CDS collects and stores census data for all school systems offering occupational education programs, including all data formerly collected by the Annual Federal Report for Occupational Information, except followup data. (Author/AJ)

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ED115885

Misoe Number 2 Due Date

Name of School System System ID No.

Name of School School ID No.

Name of Preparer of Report Title Telephone No.

Name of Department or Instructional Area

THE COMMONWEALTH OF MASSACHUSETTS

DEPARTMENT OF EDUCATION

FALL DEPARTMENT HEAD REPORT-REPORTING BOOKLET 2.0

to the

DIVISION OF OCCUPATIONAL EDUCATION
(Fiscal Year Ending June 30, 1975)

for

DISTRIBUTIVE EDUCATION

CE 005 723

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

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Before filing said statement, the superintendent shall submit it to the chairman of the school committee, who shall countersign it on oath, if, after examination, he finds it correct.
(General Laws Relating to Education 1970: Chapter 72, Sec. 2A, Item 4, and Sec. 3, Item 2)

I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

THE COMMONWEALTH OF MASSACHUSETTS

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I hereby certify that all the statements contained in this report are true to the best of my knowledge and belief, and that this is a true statement, made under the penalties of perjury.

_____ _____
(Date) Superintendent of Schools

_____ _____
(Date) Chairman of School Committee

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TERMOBs

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MISOE Number

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objectives (TERMOB)

		1	2	3
1.	Grade			
2.	Student Group Name and Number		101	102
3.	USOE Code(s)			
4.	Level Code			
5.	Type Code			
6.	Session Code			
7.	Program Length (Years)		<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative		Yes No	Yes No
9.	Workstudy		Yes No	Yes No
10.	Exploratory		Yes No	Yes No
11.	Instructors and Teacher's Aides			
	A. Full Time			
	B. Percentage of Time			
12.	Enrollment		Male / Female	Male / Female

TERMOB Applicability

13. TERMOB Numbers	

6.	Session Code																		
7.	Program Length (Years)	<1	1	2	3	4					<1	1	2	3	4				
8.	Cooperative	Yes			No						Yes			No					
9.	Workstudy	Yes			No						Yes			No					
10.	Exploratory	Yes			No						Yes			No					
11.	Instructors and Teacher's Aides																		
	A. Full Time																		
	B. Percentage of Time																		
12.	Enrollment	Male					Female				Male					Female			

TERMOB Applicability

13. TERMOB Numbers								

MIsoe Number

Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group

	4	5	6
1			
2.	103	104	105
3.			
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male / Female	Male / Female	Male / Female

TERMOB Applicability

13.	

6.											
7.	<1	1	2	3	4	<1	1	2	3	4	<1	1	2	3	4
8.	Yes		No			Yes		No			Yes		No		
9.	Yes		No			Yes		No			Yes		No		
10.	Yes		No			Yes		No			Yes		No		
11.															
12.	Male		Female			Male		Female			Male		Female		

TERMOB Applicability

13.												

Misoe Number _____

Table 2.1 Enrollment in Final Grade by Student Group & Terminal Objective (TERMOB)

		7	8	9
1.	Grade			
2.	Student Group Name and Number		106	107
3.	USOE Code(s)			
4.	Level Code			
5.	Type Code			
6.	Session Code			
7.	Program Length (Years)		<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative		Yes No	Yes No
9.	Workstudy		Yes No	Yes No
10.	Exploratory		Yes No	Yes No
11.	Instructors and Teacher's Aides			
	A. Full Time			
	B. Percentage of Time			
12.	Enrollment		Male Female	Male Female

TERMOB Applicability

13.	TERMOB Numbers							

6.	Session Code		
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4
8.	Cooperative	Yes No	Yes No
9.	Workstudy	Yes No	Yes No
10.	Exploratory	Yes No	Yes No
11.	Instructors and Teacher's Aides		
	A. Full Time		
	B. Percentage of Time		
12.	Enrollment	Male / Female	Male / Female

TERMOB Applicability

13.	TERMOB Numbers

MISOE Number _____

Table 2.1 (Cont'd) Enrollment in Final Grade by Student Group and Terminal Objectives (TERMOBS)

	10	11	12
1.			
2.			
3.	108	109	110
4.			
5.			
6.			
7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male / Female	Male / Female	Male / Female

TERMOB Applicability

13.												

7.	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
8.	Yes No	Yes No	Yes No
9.	Yes No	Yes No	Yes No
10.	Yes No	Yes No	Yes No
11.			
12.	Male Female	Male Female	Male Female

TERMOB Applicability

13.	

Table 2.11 Enrollment in Lower Grades by Student Group

2	3	4	5	6
201	202	203	204	205
<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
Yes No	Yes No	Yes No	Yes No	Yes No
Yes No	Yes No	Yes No	Yes No	Yes No
Yes No	Yes No	Yes No	Yes No	Yes No
Male Female	Male Female	Male Female	Male Female	Male Female

MTSOE Number

Table 2.11 Enrollment in Lower Grades by Student Group

	1	2	3	4	5
1.	Grade				
2.	Student Group Name and Number	201	202	203	204
3.	USOE Code(s)				
4.	LEVEL Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3
8.	Cooperative	Yes No	Yes No	Yes No	Yes No
9.	Workstudy	Yes No	Yes No	Yes No	Yes No
10.	Exploratory	Yes No	Yes No	Yes No	Yes No
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male F
12.	Enrollment				

Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

	8	9	10	11	12
	206	207	208	209	210
	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Male Female	Male Female	Male Female	Male Female	Male Female

Wilson Number

Table 2.11 (Cont'd) Enrollment in Lower Grades by Student Group

	7	8	9	10	11
1.	Grade				
2.	Student Group Name and Number	206	207	208	209
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2
8.	Cooperative	Yes No	Yes No	Yes No	Yes N
9.	Workstudy	Yes No	Yes No	Yes No	Yes N
10.	Exploratory	Yes No	Yes No	Yes No	Yes N
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male
12.	Enrollment				

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'd)

MISOE Number

	14	15	16	17	18
	211	212	213	214	215
ears)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
l Time					
f Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

Table 2.11 Enrollment in Lower Grades by Student Group (Cont'

		13	14	15	16	
1.	Grade					
2.	Student Group Name and Number		211	212	213	
3.	USOE Code(s)					
4.	Level Code					
5.	Type Code					
6.	Session Code					
7.	Program Length (Years)		<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1
8.	Cooperative		Yes No	Yes No	Yes No	Yes
9.	Workstudy		Yes No	Yes No	Yes No	Yes
10.	Exploratory		Yes No	Yes No	Yes No	Yes
11.	Instructors and Teacher's Aides					
	A. Full Time					
	B. Percentage of Time					
12.	Enrollment		Male Female	Male Female	Male Female	Male

Table 2.11 Enrollment In Lower Grades by Student Group (Cont'd)

	20	21	22	23	24
e	216	217	218	219	220
ears)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
	Yes No	Yes No	Yes No	Yes No	Yes No
l Time					
f Time					
	Male Female	Male Female	Male Female	Male Female	Male Female

Misoe Number

Table 2.11 Enrollment In Lower Grades by Student Group (Cont'd)

	19	20	21	22	
1.	Grade				
2.	Student Group Name and Number	216	217	218	
3.	USOE Code(s)				
4.	Level Code				
5.	Type Code				
6.	Session Code				
7.	Program Length (Years)	<1 1 2 3 4	<1 1 2 3 4	<1 1 2 3 4	<1 1
8.	Cooperative	Yes No	Yes No	Yes No	Yes
9.	Workstudy	Yes No	Yes No	Yes No	Yes
10.	Exploratory	Yes No	Yes No	Yes No	Yes
11.	Instructors and Teacher's Aides				
	A. Full Time				
	B. Percentage of Time				
		Male Female	Male Female	Male Female	Male
12.	Enrollment				

Table 2.2 Utilization of Student Class Time: Final Grade

	2	3	4	5	6	7	8	9	10	11
	101	102	103	104	105	106	107	108	109	110
reas										
lon										

MTSOE Number

Table 2.2 Utilization of Student Class Time: Final Grade

	1	2	3	4	5	6	7	8
1.	Student Group Number	101	102	103	104	105	106	107
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Linas 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grade

	13	14	15	16	17	18	19	20	21	22
umber	111	112	113	114	115	116	117	118	119	120
nal 3)										
tal Areas										
Session										
on										
lain 10										

Misoe Number

Table 2.2 Utilization of Student Class Time (Cont'd): Final Grad

	12	13	14	15	16	17	18	19
1.	Student Group Number	111	112	113	114	115	116	117
2.	Grade							
3.	USOE COde(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4+ 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.21 Utilization of Student Class Time: Lower Grade

	2	3	4	5	6	7	8	9	10	11
	201	202	203	204	205	206	207	208	209	210
eas										
on										

Misoe Number

Table 2.21 Utilization of Student Class Time: Lower Grade

	1	2	3	4	5	6	7	8
1.	Student Group Number	201	202	203	204	205	206	207
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (Weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	13	14	15	16	17	18	19	20	21	22
	211	212	213	214	215	216	217	218	219	220
Areas										
sion										

Visoe Number

Table 2.21 (Cont'd) Utilization of Student Class Time: Lower Grade

	12	13	14	15	16	17	18	19
1.	Student Group Number	211	212	213	214	215	216	217
2.	Grade							
3.	USOE Code(s)							
4.	In Occupational Shop/Lab Area(s)							
5.	In Occupational Related Area(s)							
6.	Total Occupational Time (Lines 4 + 5)							
7.	In Nonoccupational Areas							
8.	Total All Areas (Lines 6 + 7)							
9.	Length of Grade Session (Weeks)							
10.	Schedule Variation							
11.	Additional Notes Necessary to Explain Lines 4 through 10							

Table 2.3 Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

1	2	3		4		5	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						

Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Rooms

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

5	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						
	Tues.						

WEEKLY USE SCHEDULE B

5	7	8		9		10	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
1 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
2 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
3 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
4 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
5 B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						

WEEKLY OR SCHEDULE A

11	12	13		14		15	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9A	Mon						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						

WEEKLY OR SCHEDULE B

16	17	18		19		20	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
6B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
7B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
8B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
9B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
10B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

MIsoe Number

Table 2.3 (Con+'d) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A							
21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						

21	22	23		24		25	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat						
TOTALS							

Misoo Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

26	27	28		29		30	
Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						

Room No. or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
11B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
12B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
13B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
14B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
15B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

MIsoo Number

Table 2.3 Utilization of Departmental Instructional Area By Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE A

31	32	33		34		35	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20A	Mon.						
	Tues.						
	Wed.						

Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 P.M.-11:00 p.m	
		No. of Hrs.Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs
16A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20A	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

Misoe Number

Table 2.3 (Cont'd) Utilization of Departmental Instructional Area by Room

Check Applicable Program Schedule

1. a. [ ] Weekly
   b. [ ] Alternating
   c. [ ] Variable

2. a. [ ] Semester Schedule Change
   b. [ ] No Semester Schedule Change

WEEKLY OR SCHEDULE B

36	37	38		39		40	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						

36	37	38		39		40	
Room No.or Name	Day of the Week	Morning 7:00 a.m.-12:00N		Afternoon 12:00N-6:00 p.m.		Evening 6:00 p.m.-11:00 p.m.	
		No. of Hrs.Used	No. of Stud. Hrs	No. of Hrs. Used	No. of Stud. Hrs.	No. of Hrs. Used	No. of Stud. Hrs.
16B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
17B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
18B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
19B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							
20B	Mon.						
	Tues.						
	Wed.						
	Thurs.						
	Fri.						
LS C	Sat.						
TOTALS							

REPORTING TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

TABLE T-1 - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

DISTRIBUTIVE EDUCATION

DOES THIS OUTLINE CONTAIN ALL OF THE INSTRUCTIONAL CONTENT OF YOUR PROGRAM: YES____ NO____

CODE	DIVISION	CODE	UNIT
01	PRE-EMPLOYMENT ORIENTATION	01	JOB HUNTING
		02	RESUME, PROFILE SHEET, INTERVIEW FORMS, REFERENCES
		03	PERSONAL GROOMING AND SOCIAL SKILLS INTERVIEWING
02	BEGINNING WORKING	01	RULES AND REGULATIONS OF EMPLOYER
		02	JOB DUTIES ANALYSIS
		03	FAMILIARIZATION WITH COMPANY
		04	BUSINESS ETHICS
		05	MEETING THE PUBLIC
03	INTRODUCTION TO RETAILING	01	TYPES OF RETAIL OUTLETS
		02	HISTORY AND EVOLUTION
		03	CHAIN OF DISTRIBUTION
		04	ORGANIZATIONAL STRUCTURES OF RETAIL OUTLETS
04	RETAIL SALESMANSHIP	01	RETAIL SALESPERSON'S ROLE
		02	SALES STEPS AND PROCEDURES
		03	CUSTOMER RELATIONS
		04	TELEPHONE SALES
		05	SUGGESTION SELLING
		06	SALES PSYCHOLOGY
05	MECHANICS OF SALESMANSHIP	01	OPERATING A CASH REGISTER
		02	FILLING OUT CASH SLIPS, RECEIPTS, RETURN SLIPS, ETC.
		03	HANDLING MONEY, MAKING CHANGE
		04	WRITING CHECKS
		05	BANKING AND POSTING PROCEDURES
		06	WRAPPING PACKAGES, LAYAWAYS, ETC.
06	BUSINESS MATH	01	DISCOUNTS
		02	"SUPERMARKET MATH"
		03	MAKING CHANGE
		04	TALLYING
		05	CHECK PROCEDURE
07	PRODUCT KNOWLEDGE	01	SOURCES
		02	RELATION TO SALESMANSHIP
		03	MERCHANDISE MANUAL
		04	ECONOMIC GEOGRAPHY
		05	WARRANTIES AND GUARANTEES

			PLOYER
		02	JOB DUTIES ANALYSIS
		03	FAMILIARIZATION WITH COMPANY
		04	BUSINESS ETHICS
		05	MEETING THE PUBLIC
03	INTRODUCTION TO RETAILING		
		01	TYPES OF RETAIL OUTLETS
		02	HISTORY AND EVOLUTION
		03	CHAIN OF DISTRIBUTION
		04	ORGANIZATIONAL STRUCTURES OF RETAIL OUTLETS
04	RETAIL SALESMANSHIP		
		01	RETAIL SALESPERSON'S ROLE
		02	SALES STEPS AND PROCEDURES
		03	CUSTOMER RELATIONS
		04	TELEPHONE SALES
		05	SUGGESTION SELLING
		06	SALES PSYCHOLOGY
05	MECHANICS OF SALESMANSHIP		
		01	OPERATING A CASH REGISTER
		02	FILLING OUT CASH SLIPS, RECEIPTS, RETURN SLIPS, ETC.
		03	HANDLING MONEY, MAKING CHANGE
		04	WRITING CHECKS
		05	BANKING AND POSTING PROCEDURES
		06	WRAPPING PACKAGES, LAYAWAYS, ETC.
06	BUSINESS MATH		
		01	DISCOUNTS
		02	"SUPERMARKET MATH"
		03	MAKING CHANGE
		04	TALLYING
		05	CHECK PROCEDURE
07	PRODUCT KNOWLEDGE		
		01	SOURCES
		02	RELATION TO SALESMANSHIP
		03	MERCHANDISE MANUAL
		04	ECONOMIC GEOGRAPHY
		05	WARRANTIES AND GUARANTEES
08	BUYING		
		01	CHAIN OF DISTRIBUTION
		02	RELATION TO SALESMANSHIP
		03	MERCHANDISE MANUAL
		04	TIMING
		05	SUPPLY AND DEMAND
		06	FASHIONS, FADS, AND STYLES

TABLE T-1 (CONT'D) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

DISTRIBUTIVE EDUCATION

CODE	DIVISION	CODE	UNIT
09	TRANSPORTATION OF GOODS	01	TYPES OF TRANSPORTATION
		02	RATES
		03	INTERSTATE AND INTRASTATE REGULATIONS
		04	LIABILITY OF GOODS IN TRANSIT
		05	SHIPPING TERMS AND CONDITIONS
10	RECEIVING AND MARKETING MERCHANDISE	01	COST ANALYSIS
		02	PROFITS (GROSS & NET)
		03	MARK-UPS & MARK-DOWNS
		04	OVERHEAD AND EXPENSES
		05	COMPETITIVE PRICES
		06	LOSS LEADERS
11	INVENTORIES	01	CARE OF STOCK
		02	TYPE AND OVERAGES
		03	SHORTAGES AND OVERAGES
		04	LEGAL REQUIREMENTS
		05	INVENTORY FORMS
12	CUSTOMER SERVICES	01	SHIPPING AND DELIVERY
		02	CREDIT
		03	TRADING STAMPS
		04	PARKING FACILITIES
		05	MAIL ORDER SERVICE
13	ADVERTISING	01	IMPORTANCE TO RETAILER AND ECONOMY
		02	CHOOSING MEDIA
		03	BUDGETING FOR ADVERTISING
		04	TYING-IN WITH SALES
		05	MECHANICS OF ADVERTISING
		06	LEGISLATION OF ADVERTISING
14	DISPLAY AND FIXTURES	01	TYPES OF DISPLAYS AND FIXTURES
		02	FUNCTION TO THE RETAILER
		03	ELEMENTS OF A GOOD DISPLAY
		04	IMPORTANCE OF COLOR, LINE, DESIGN AND BALANCE
15	LOCATION AND LAYOUT	01	TYPE OF STORE AND MARKET AREA
		02	COMPETITION FACTORS
		03	OTHER INFLUENCING FACTORS
16	BUSINESS LAW	01	CONCERNING EMPLOYEES
			OPERATION OF BUSINESSES

	ING MERCHANDISE	01	COST ANALYSIS
		02	PROFITS (GROSS & NET)
		03	MARK-UPS & MARK-DOWNS
		04	OVERHEAD AND EXPENSES
		05	COMPETITIVE PRICES
		06	LOSS LEADERS
11	INVENTORIES		
		01	CARE OF STOCK
		02	TYPE AND OVERAGES
		03	SHORTAGES AND OVERAGES
		04	LEGAL REQUIREMENTS
		05	INVENTORY FORMS
12	CUSTOMER SERVICES		
		01	SHIPPING AND DELIVERY
		02	CREDIT
		03	TRADING STAMPS
		04	PARKING FACILITIES
		05	MAIL ORDER SERVICE
13	ADVERTISING		
		01	IMPORTANCE TO RETAILER AND ECONOMY
		02	CHOOSING MEDIA
		03	BUDGETING FOR ADVERTISING
		04	TYING-IN WITH SALES
		05	MECHANICS OF ADVERTISING
		06	LEGISLATION OF ADVERTISING
14	DISPLAY AND FIXTURES		
		01	TYPES OF DISPLAYS AND FIXTURES
		02	FUNCTION TO THE RETAILER
		03	ELEMENTS OF A GOOD DISPLAY
		04	IMPORTANCE OF COLOR, LINE, DESIGN AND BALANCE
15	LOCATION AND LAYOUT		
		01	TYPE OF STORE AND MARKET AREA
		02	COMPETITION FACTORS
		03	OTHER INFLUENCING FACTORS
16	BUSINESS LAW		
		01	CONCERNING EMPLOYEES
		02	OPERATION OF BUSINESSES
		03	BUYING AND SELLING
		04	INSURANCE
		05	BANKRUPTCY AND RECEIVERSHIP
		06	PROPRIETORSHIP, PARTNERSHIP AND CORPORATIONS

TABLE T-1 (CONT'D) - INSTRUCTIONAL DIVISION AND UNIT OUTLINE

DISTRIBUTIVE EDUCATION

CODE	DIVISION	CODE	UNIT
17	BUSINESS ENGLISH		
		01	BUSINESS LETTERS
		02	BUSINESS REPORTS
		03	COMPREHENSION OF GENERAL TERMINOLOGY
		04	CONDUCTING MEETINGS
		05	WRITING PROMOTION RELEASES
18	BUSINESS MACHINES		
		01	KNOWLEDGE OF USE AND FUNCTION FOR RETAIL OUTLET
		02	LIST OF MACHINES
19	PERSONAL FINANCE		
		01	BUDGETING
		02	CREDIT BUYING AND PERSONAL LOANS
		03	REAL ESTATE KNOWLEDGE
		04	SALARY SCHEDULES
		05	INVESTMENTS
20	SOCIAL SKILLS		
		01	PERSONALITY DEVELOPMENT
		02	ATTITUDES
21	FUTURE PLANS		
		01	BUSINESS RETAILING
		02	UNIVERSITY TRAINING
		03	BUSINESS COLLEGE
		04	STARTING YOUR OWN BUSINESS

TABLE T-2 - TERMOB DIVISION AND UNIT OUTLINE

DISTRIBUTIVE EDUCATION

DOES THIS OUTLINE CONTAIN ALL TOPICS IN WHICH GRADUATES ACQUIRE JOB-ENTRY SKILLS: YES____ NO____

CODE	DIVISION	CODE	UNIT
01	PRE-EMPLOYMENT	01	JOB APPLICATION
		02	RESUME
		03	INTERVIEW
02	BUYING	01	INVENTORY
		02	NEEDS
		03	BUSINESS FORMS
		04	REPORTS
03	SELLING	01	MECHANICS OF SALES
		02	RETAIL STORE
		03	DEPARTMENT STORE
		04	NON-STORE
		05	NEW BUSINESS
		06	HOUSEKEEPING
04	ADVERTISING	01	DISPLAYS
		02	MASS MEDIA

TERMINAL PERFORMANCE OBJECTIVES (TERMOBS)

and

REPORTING FORMS

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 01 PRE-EMPLOYMENT

UNIT 01 JOB APPLICATION

TERMOB NO. 1-001

1.00 CONDITION

( ) 1.01 TYPEWRITER
( ) 1.02 CORRECTION MATERIALS
( ) 1.03 CLASSIFIED ADVERTISING SECTION OF NEWSPAPER
( ) 1.04 TELEPHONE
( ) 1.05 TELEPHONE DIRECTORY
( ) 1.06 PENCIL
( ) 1.07 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 APPLY FOR A JOB EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CHECK EMPLOYMENT OPPORTUNITIES IN NEWSPAPER
( ) 2.03 CHECK EMPLOYMENT OPPORTUNITIES FROM STATE EMPLOYMENT OFFICE
( ) 2.04 CHECK EMPLOYMENT OPPORTUNITIES FROM PRIVATE EMPLOYMENT AGENCY
( ) 2.05 CHECK EMPLOYMENT OPPORTUNITIES FROM SCHOOL PLACEMENT SERVICE
( ) 2.06 OBTAIN DETAILS BY TELEPHONE
( ) 2.07 PREPARE LETTER OF APPLICATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 JOB APPLICATION ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
( ) 3.03 ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
( ) 3.04 ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
( ) 3.05 ALL OPPORTUNITIES NOTED, SKILLS CORRELATE WITH OPPORTUNITIES
( ) 3.06 DATA PERTAINING TO SALARY, HOURS, BENEFITS, ETC. OBTAINED
( ) 3.07 NEATLY, IN ACCEPTED FORM, LETTER CONVEYS INTELLIGENCE AND INTEREST

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

USOE CODE NO(S) _____

DIVISION 01 PRE-EMPLOYMENT

UNIT 01 JOB APPLICATION

TERMOB NO. 1-001

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 01 PRE-EMPLOYMENT

UNIT 02 RESUME

TERMOB NO. 1-002

1.00 CONDITION

( ) 1.01 TYPEWRITER
( ) 1.02 CORRECTION MATERIALS
( ) 1.03 PENCIL
( ) 1.04 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 PREPARE A PERSONAL RESUME EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 ASSEMBLE PERTINENT INFORMATION
( ) 2.03 OUTLINE RESUME
( ) 2.04 TYPE RESUME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 RESUME IS PREPARED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ASSEMBLED IN NOTE FORM, INCLUDING EDUCATIONAL, EMPLOYMENT, AND SPECIAL DATA
( ) 3.03 ASSEMBLED DATA WRITTEN LONGHAND IN ACCEPTED FORM
( ) 3.04 NEATLY, WITH 100 PERCENT ACCURACY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 01 PRE-EMPLOYMENT

USOE CODE NO(S) _____

UNIT 02 RESUME

TERMOB NO. 1-002

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 01 PRE-EMPLOYMENT

UNIT 03 INTERVIEW

TERMOB NO. 1-003

1.00 CONDITION

( ) 1.01 INTERVIEWER
( ) 1.02 APPLICATION FORMS
( ) 1.03 PENCIL

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 INTERVIEW FOR A JOB EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 BE APPROPRIATELY GROOMED
( ) 2.03 FILL OUT APPLICATION FORMS
( ) 2.04 ANSWER INTERVIEWER'S QUESTIONS
( ) 2.05 ASK INTERVIEWER QUESTIONS
( ) 2.06 VOLUNTEER INFORMATION NOT REQUESTED

3.00 EXTENT

GNEERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 INTERVIEW COMPLETED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1/2 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 DRESSED NEATLY
( ) 3.03 LEGIBLY, ALL BLANKS FILLED
( ) 3.04 TO THE POINT
( ) 3.05 POLITELY
( ) 3.06 POLITELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 01 PRE-EMPLOYMENT

USOE CODE NO(S) _____

UNIT 03 INTERVIEW

TERMOB NO. 1-003

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-004

1.00 CONDITION

( ) 1.01 STOCK
( ) 1.02 INVOICE OR BILL OF LADING
( ) 1.03 ANTI-THEFT TAG
( ) 1.04 PEN
( ) 1.05 TAG ATTACHING TOOL
( ) 1.06 RECEIVING LOG

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 RECEIVE MERCHANDISE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CHECK QUANTITY
( ) 2.03 CHECK QUALITY
( ) 2.04 SIGN INVOICE OR BILL OF LADING
( ) 2.05 SORT MERCHANDISE
( ) 2.06 ATTACH ANTI-THEFT TAGS
( ) 2.07 RECORD IN RECEIVING LOG

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 MERCHANDISE RECEIVED AND PROCESSED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 AMOUNT OF MERCHANDISE EQUALS INVENTORY
( ) 3.03 DAMAGED MERCHANDISE REMOVED FOR RETURN
( ) 3.04 UNACCEPTABLE MERCHANDISE NOTED
( ) 3.05 BY SIZE, STYLE OR STOCK NUMBER
( ) 3.06 SECURELY
( ) 3.07 WITH 100 PERCENT ACCURACY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USCE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-004

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-005

1.00 CONDITION

( ) 1.01 LABELS OR TICKETS
( ) 1.02 MERCHANDISE
( ) 1.03 PEN
( ) 1.04 VERBAL OR WRITTEN DIRECTIONS
( ) 1.05 MARKING MACHINE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MARK MERCHANDISE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 FILL OUT LABEL OR TICKET
( ) 2.03 ATTACH LABEL OR TICKET TO MERCHANDISE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 MERCHANDISE IS MARKED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.03 SECURELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-005

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-006

1.00 CONDITION

( ) 1.01 MERCHANDISE
( ) 1.02 LABELS OR TICKETS
( ) 1.03 PEN
( ) 1.04 MARKING MACHINE
( ) 1.05 VERBAL OR WRITTEN DIRECTIONS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MARK UP MERCHANDISE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 FILL OUT NEW LABEL OR TICKET
( ) 2.03 REMOVE OLD LABEL OR TICKET
( ) 2.04 ATTACH NEW TICKET

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 MERCHANDISE IS MARKED UP TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.03 WITHOUT DAMAGING MERCHANDISE
( ) 3.04 SECURELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-006

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-007

1.00 CONDITION

( ) 1.01 MERCHANDISE
( ) 1.02 PEN
( ) 1.03 VERBAL OR WRITTEN DIRECTIONS
( ) 1.04 LABELS OR TICKETS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MARK DOWN MERCHANDISE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CROSS OUT OLD PRICE
( ) 2.03 WRITE IN NEW PRICE
( ) 2.04 ATTACH NEW LABEL OVER OLD

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 MERCHANDISE IS MARKED DOWN TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 OLD PRICE IS ILLEGIBLE AT A GLANCE
( ) 3.03 NEATLY, CORRECT PRICE WRITTEN
( ) 3.04 OLD LABEL IS ILLEGIBLE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-007

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-008

1.00 CONDITION

( ) 1.01 BOXES OF MERCHANDISE, VARIOUS SIZES AND WEIGHTS
( ) 1.02 SHIPPING TAGS OR BILLS OF LADING
( ) 1.03 PEN
( ) 1.04 SCALE
( ) 1.05 SHIPPING INFORMATION
( ) 1.06 TRANSPORTATION AGENCY INFORMATION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SHIP MERCHANDISE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 DETERMINE MODE OF TRANSPORTATION
( ) 2.03 FILL OUT SHIPPING TAG OR BILL OF LADING
( ) 2.04 ATTACH SHIPPING TAG OR BILL OF LADING

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 MERCHANDISE IS SHIPPED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MOST EFFICIENT MODE SELECTED
( ) 3.03 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.04 SECURELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-008

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 01 INVENTORY

TERMOB NO. 1-009

1.00 CONDITION

( ) 1.01 STOCKROOM WITH APPROXIMATELY 200 TYPES OF ITEMS STORED
( ) 1.02 INVENTORY FORMS
( ) 1.03 PEN

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 TAKE INVENTORY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 TAKE DOWN STOCK NUMBER
( ) 2.03 TAKE DOWN ITEM DESCRIPTION
( ) 2.04 TAKE DOWN QUANTITY
( ) 2.05 TAKE DOWN CONDITION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 INVENTORY TAKEN ACCURATELY TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ACCURATELY, NO ERRORS
( ) 3.03 ACCURATELY, NO ERRORS
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 ACCURATELY, NO ERRORS

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 01 INVENTORY

TERMOB NO. 1-009

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 02 NEEDS

TERMOB NO. 1-010

1.00 CONDITION

( ) 1.01 INVENTORY REPORTS, MONTHLY FOR PAST YEAR
( ) 1.02 SALES REPORTS, MONTHLY FOR PAST YEAR
( ) 1.03 COMPANY INVENTORY POLICIES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DETERMINE BUYING NEEDS FOR NEXT MONTH EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 TAKE STOCK OF INVENTORY
( ) 2.03 TAKE STOCK OF SALES
( ) 2.04 CALCULATE "OPEN TO BUY"
( ) 2.05 DETERMINE BUYING NEEDS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 BUYING NEEDS ARE DETERMINED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 HOW MUCH OF EACH ITEM ON HAND IS NOTED
( ) 3.03 HOW MUCH OF EACH ITEM SOLD IS NOTED
( ) 3.04 ACCURATELY, NO ERRORS
( ) 3.05 IN ACCORDANCE WITH COMPANY INVENTORY POLICIES

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 02 NEEDS

TERMOB NO. 1-010

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 02 NEEDS

TERMOB NO. 1-011

1.00 CONDITION

( ) 1.01 CATALOGS, PAMPHLETS, SAMPLE MERCHANDISE, LABELS, MANUFACTURERS TAGS
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 DETERMINE BEST MERCHANDISE TO BUY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 COMPARE QUALITY
( ) 2.03 COMPARE COST
( ) 2.04 COMPARE DELIVERY TIME
( ) 2.05 COMPARE SHIPPING CHARGES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 BEST MERCHANDISE TO BUY IS SELECTED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2, HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 QUALITIES COMPARED, VALID JUDGEMENT MADE
( ) 3.03 COSTS COMPARED, VALID JUDGEMENT MADE
( ) 3.04 DELIVERY TIME COMPARED, VALID JUDGEMENT MADE
( ) 3.05 SHIPPING CHARGES COMPARED, VALID JUDGEMENT MADE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 02 NEEDS

TERMOB NO. 1-011

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 03 BUSINESS FORMS

TERMOB NO. 1-012

1.00 CONDITION

( ) 1.01 PURCHASE ORDER FILE
( ) 1.02 VENDORS' CATALOGS
( ) 1.03 BLANK AWARD JUSTIFICATION SHEETS
( ) 1.04 REPORT ON BUYING NEEDS
( ) 1.05 PEN
( ) 1.06 COMPANY BUYING POLICIES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 FILL OUT AWARD JUSTIFICATION SHEET EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 FILL OUT HEADING
( ) 2.03 INDICATE BASIS OF AWARD
( ) 2.04 LIST VENDORS
( ) 2.05 LIST ITEMS
( ) 2.06 COMPLETE REMARKS
( ) 2.07 SIGN FORM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 AWARD JUSTIFICATION SHEET IS FILLED OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL INFORMATION COMPLETE AND CORRECT
( ) 3.03 PRIMARY REASON FOR AWARD IS LISTED
( ) 3.04 ALL VENDORS CONCERNED
( ) 3.05 ALL ITEMS TO BE PURCHASED
( ) 3.06 SPECIAL CONSIDERATIONS NOTED
( ) 3.07 IN CORRECT PLACE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 03 BUSINESS FORMS

TERMOB NO. 1-012

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 03 BUSINESS FORMS

TERMOB NO. 1-013

1.00 CONDITION

( ) 1.01 REPORT ON BUYING NEEDS
( ) 1.02 AWARD JUSTIFICATION SHEET
( ) 1.03 VENDORS' CATALOGS
( ) 1.04 BLANK PURCHASE ORDERS
( ) 1.05 PEN
( ) 1.06 COMPANY BUYING POLICIES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 FILL OUT PURCHASE ORDER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 COMPLETE HEADING
( ) 2.03 COMPLETE SHIPPING DATA
( ) 2.04 LIST ITEMS
( ) 2.05 LIST PRICES
( ) 2.06 TOTAL PRICES
( ) 2.07 SIGN FORM

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PURCHASE ORDER IS FILLED OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL INFORMATION COMPLETE AND CORRECT
( ) 3.03 MOST EFFICIENT METHOD INDICATED, TERMS CLEAR
( ) 3.04 ALL ITEMS LISTED ACCURATELY
( ) 3.05 ALL PRICES LISTED ACCURATELY
( ) 3.06 SUM IS CORRECT
( ) 3.07 IN CORRECT PLACE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 03 BUSINESS FORMS

TERMOB NO. 1-013

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

UNIT 04 REPORTS

TERMOB NO. 1-014

1.00 CONDITION

( ) 1.01 COMPLETE SALES INVENTORY AND BUYING DATA FOR THE PAST TWELVE MONTHS
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 WRITE A REPORT ON THE PREVIOUS YEAR'S BUYING EFFICIENCY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 COLLECT MATERIAL
( ) 2.03 ORGANIZE MATERIAL
( ) 2.04 WRITE REPORT
( ) 2.05 EDIT REPORT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 REPORT IS CONCISELY WRITTEN TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN ONE HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL DATA PERTINENT TO REPORT IS OBTAINED
( ) 3.03 INTO A LOGICAL, ORDERLY PATTERN
( ) 3.04 NEATLY
( ) 3.05 INSURING ACCURACY AND CLARITY TO READER

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 02 BUYING

USOE CODE NO(S) _____

UNIT 04 REPORTS

TERMOB NO. 1-014

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-015

1.00 CONDITION

( ) 1.01 CASH REGISTER
( ) 1.02 CASH REGISTER MANUAL
( ) 1.03 MONEY

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CASH IN EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 COUNT MONEY
( ) 2.03 PLACE MONEY IN REGISTER
( ) 2.04 CLEAR REGISTER
( ) 2.05 SET DATE
( ) 2.06 INSTALL RECEIPT TAPE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CASHING IN ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ACCURATELY, NO ERRORS
( ) 3.03 IN CORRECT COMPARTMENTS
( ) 3.04 PROCEDURE AS OUTLINED IN MANUAL
( ) 3.05 TO PRESENT DAY
( ) 3.06 PROCEDURE AS OUTLINED IN MANUAL

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-015

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-016

1.00 CONDITION

( ) 1.01 CASH REGISTER AND MANUAL
( ) 1.02 MERCHANDISE WITH CONTROL TAGS
( ) 1.03 SALES SLIPS
( ) 1.04 PEN
( ) 1.05 CASH MONEY
( ) 1.06 BANK CHECK
( ) 1.07 WRAPPING MATERIALS OR BAGS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A CASH SALE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 REMOVE INVENTORY CONTROL TAGS
( ) 2.03 WRITE UP SALES SLIP
( ) 2.04 ACCEPT CHECK
( ) 2.05 ACCEPT CASH
( ) 2.06 RING UP SALE
( ) 2.07 MAKE CHANGE
( ) 2.08 PRESENT RECEIPT
( ) 2.09 WRAP OR BAG MERCHANDISE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CASH SALE ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 NEATLY, FILED IN CORRECT PLACE, MERCHANDISE NOT DAMAGED
( ) 3.03 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.04 CHECK FOR CORRECT AMOUNT, PROPER IDENTIFICATION PRESENTED
( ) 3.05 SUFFICIENT AMOUNT ACCEPTED, BILL DENOMINATION NOTED
( ) 3.06 PROCEDURE AS OUTLINED IN MANUAL
( ) 3.07 ACCURATELY, NO ERRORS
( ) 3.08 CORRECT COPY OF SALES SLIP PRESENTED
( ) 3.09 NEATLY AND SECURELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-016

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-017

1.00 CONDITION

( ) 1.01 CASH REGISTER AND MANUAL
( ) 1.02 MERCHANDISE WITH CONTROL TAGS
( ) 1.03 PEN
( ) 1.04 SALES SLIPS
( ) 1.05 CREDIT CARD
( ) 1.06 IMPRINTER
( ) 1.07 WRAPPING MATERIALS OR BAGS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A CREDIT SALE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 REMOVE INVENTORY CONTROL TAGS
( ) 2.03 WRITE UP SALES SLIP
( ) 2.04 ACCEPT CREDIT CARD
( ) 2.05 IMPRINT SALES SLIP
( ) 2.06 RING UP SALE
( ) 2.07 PRESENT RECEIPT
( ) 2.08 WRAP OR BAG MERCHANDISE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CREDIT SALE ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 5 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 NEATLY, FILED IN CORRECT PLACE
( ) 3.03 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.04 CARD NOT EXPIRED
( ) 3.05 PRINTING CORRECTLY ALIGNED, SLIP SIGNED BY CUSTOMER
( ) 3.06 PROCEDURE AS OUTLINED IN MANUAL
( ) 3.07 CORRECT COPY OF SALES SLIP PRESENTED
( ) 3.08 NEATLY AND SECURELY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-017

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-018

1.00 CONDITION

( ) 1.01 CASH REGISTER AND MANUAL
( ) 1.02 SALES SLIPS
( ) 1.03 DELIVERY TAGS
( ) 1.04 MERCHANDISE WITH CONTROL TAGS
( ) 1.05 PEN
( ) 1.06 TELEPHONE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A TELEPHONE SALE TO BE DELIVERED C.O.D. EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONVERT WORK STATION FOR TASK
( ) 2.03 ANSWER THE PHONE
( ) 2.04 OBTAIN PURCHASE INFORMATION
( ) 2.05 DETERMINE AVAILABILITY OF PRODUCT
( ) 2.06 OBTAIN CUSTOMER INFORMATION
( ) 2.07 WRITE UP SALES SLIP
( ) 2.08 FILL OUT SHIPPING TAG
( ) 2.09 TERMINATE THE TELEPHONE CALL

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 TELEPHONE SALE IS ACCOMPLISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 10 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MATERIALS POSITIONED FOR EFFICIENCY
( ) 3.03 PROMPTLY, POLITELY
( ) 3.04 COMPLETE INFORMATION OBTAINED
( ) 3.05 PRODUCT LOCATED
( ) 3.06 COURTEOUSLY
( ) 3.07 ALL INFORMATION COMPLETE AND CORRECT
( ) 3.08 ALL INFORMATION COMPLETE AND CORRECT
( ) 3.09 POLITELY, REPLACING PHONE GENTLY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-018

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-019

1.00 CONDITION

( ) 1.01 MERCHANDISE WITH CONTROL TAGS
( ) 1.02 CASH REGISTER AND MANUAL
( ) 1.03 SALES SLIPS
( ) 1.04 PEN
( ) 1.05 CLAIM TAGS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MAKE A LAYAWAY SALE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 REMOVE INVENTORY CONTROL TAGS
( ) 2.03 WRITE UP SALES SLIP
( ) 2.04 ACCEPT DEPOSIT
( ) 2.05 RECORD LAYAWAY
( ) 2.06 RING UP SALE
( ) 2.07 PUT CLAIM TAG ON MERCHANDISE
( ) 2.08 TRANSPORT MERCHANDISE TO STORAGE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 LAYAWAY SALE IS MADE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 NEATLY, FILED IN CORRECT PLACE
( ) 3.03 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.04 SUFFICIENT AMOUNT ACCEPTED, CORRECTLY RECORDED
( ) 3.05 NEATLY, ALL INFORMATION COMPLETE AND CORRECT
( ) 3.06 PROCEDURE AS OUTLINED IN MANUAL
( ) 3.07 SECURELY ATTACHED, COPY TO CUSTOMER
( ) 3.08 WITHOUT DAMAGING MERCHANDISE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 01 MECHANICS OF SALES

TERMOB NO. 1-019

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 02 RETAIL STORE

TERMOB NO. 1-020

1.00 CONDITION

( ) 1.01 SMALL RETAIL STORE
( ) 1.02 CUSTOMER KNOWS PRODUCT AND BRAND
( ) 1.03 STORE CARRIES A DIFFERENT BRAND OF SAME PRODUCT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SERVICE THE CUSTOMER'S NEEDS (CUSTOMER KNOWS PRODUCT AND BRAND) EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET THE CUSTOMER
( ) 2.03 DETERMINE THE CUSTOMER'S NEEDS
( ) 2.04 PRESENT CARRIED BRAND OF PRODUCT
( ) 2.05 OVERCOME OBJECTIONS
( ) 2.06 SUGGEST RELATED MERCHANDISE
( ) 2.07 COMPLETE MECHANICS OF SALE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CUSTOMER'S NEEDS ARE SERVICED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PROMPTLY AND POLITELY
( ) 3.03 SUFFICIENT DATA OBTAINED TO IDENTIFY PRODUCT
( ) 3.04 SUPERIORITY OF BRAND PRESENTED
( ) 3.05 CUSTOMER IS READY TO BUY
( ) 3.06 INDICATING FUTURE NEED
( ) 3.07 NO ERRORS

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 02 RETAIL STORE

TERMOB NO. 1-020

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 02 RETAIL STORE

TERMOB NO. 1-021

1.00 CONDITION

( ) 1.01 SMALL RETAIL STORE
( ) 1.02 CUSTOMER IN A HURRY, KNOWS PRODUCT NOT BRAND

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SERVICE THE CUSTOMER'S NEEDS (CUSTOMER KNOWS PRODUCT NOT BRAND) EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET THE CUSTOMER
( ) 2.03 DETERMINE CUSTOMER'S NEEDS
( ) 2.04 PRESENT VARIOUS BRANDS OF PRODUCT DESIRED
( ) 2.05 SUGGEST RELATED MERCHANDISE
( ) 2.06 COMPLETE MECHANICS OF SALE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CUSTOMER'S NEEDS ARE SERVICED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PROMPTLY AND POLITELY
( ) 3.03 SUFFICIENT DATA OBTAINED TO IDENTIFY PRODUCT
( ) 3.04 ALL PERTINENT INFORMATION ABOUT EACH BRAND IS PRESENTED
( ) 3.05 INDICATING FUTURE NEED
( ) 3.06 NO ERRORS

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 02 RETAIL STORE

TERMOB NO. 1-021

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 02 RETAIL STORE

TERMOB NO. 1-022

1.00 CONDITION

( ) 1.01 SMALL RETAIL STORE
( ) 1.02 CUSTOMER KNOWS FUNCTION OF PRODUCT
( ) 1.03 ONE OTHER CUSTOMER BEING WAITED ON

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SERVICE THE CUSTOMER'S NEEDS (CUSTOMER KNOWS FUNCTION OF PRODUCT) EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 ACKNOWLEDGE THE CUSTOMER
( ) 2.03 COMPLETE SALE IN PROGRESS
( ) 2.04 GREET THE CUSTOMER
( ) 2.05 DETERMINE THE CUSTOMER'S NEEDS
( ) 2.06 PRESENT VARIOUS BRANDS OF PRODUCT
( ) 2.07 OVERCOME OBJECTIONS
( ) 2.08 SUGGEST RELATED MERCHANDISE
( ) 2.09 COMPLETE MECHANICS OF SALE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CUSTOMER'S NEEDS ARE SERVICED TO APPROVAL OF A BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY

( ) 3.02 PROMPTLY
( ) 3.03 AS QUICKLY AS POSSIBLE WITHOUT SACRIFICING SERVICE
( ) 3.04 POLITELY
( ) 3.05 SUFFICIENT DATA OBTAINED TO IDENTIFY PRODUCT
( ) 3.06 ALL PERTINENT INFORMATION ABOUT EACH BRAND PRESENTED
( ) 3.07 WITH HONEST INFORMATION
( ) 3.08 INDICATING POSSIBLE NEED
( ) 3.09 NO ERRORS

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 02 RETAIL STORE

TERMOB NO. 1-022

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 02 RETAIL STORE

TERMOB NO. 1-023

1.00 CONDITION

( ) 1.01 SMALL RETAIL STORE
( ) 1.02 IRATE CUSTOMER, DISSATISFIED WITH MERCHANDISE, DEMANDING IMMEDIATE ATTENTION
( ) 1.03 ONE OTHER CUSTOMER BEING WAITED ON

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SERVICE THE CUSTOMER'S NEEDS (CUSTOMER DISSATISFIED WITH MERCHANDISE) EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 ACKNOWLEDGE THE CUSTOMER
( ) 2.03 CALM CUSTOMER
( ) 2.04 COMPLETE SALE IN PROGRESS
( ) 2.05 GREET THE CUSTOMER
( ) 2.06 DETERMINE CUSTOMER'S COMPLAINT
( ) 2.07 OFFER TO REPLACE MERCHANDISE
( ) 2.08 OFFER CREDIT SLIP
( ) 2.09 MAKE CASH REFUND
( ) 2.10 OFFER TO BE OF FUTURE SERVICE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 CUSTOMER'S NEEDS ARE SATISFIED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PROMPTLY
( ) 3.03 COURTEOUSLY, CUSTOMER IS RELAXED
( ) 3.04 AS QUICKLY AS POSSIBLE WITHOUT SACRIFICING SERVICE
( ) 3.05 POLITELY
( ) 3.06 SUFFICIENT DATA OBTAINED TO IDENTIFY SPECIFIC COMPLAINT
( ) 3.07 COURTEOUSLY
( ) 3.08 COURTEOUSLY
( ) 3.09 NO ERRORS
( ) 3.10 COURTEOUSLY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 02 RETAIL STORE

TERMOB NO. 1-023

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 03 DEPARTMENT STORE

TERMOB NO. 1-024

1.00 CONDITION

( ) 1.01 DEPARTMENT STORE
( ) 1.02 CUSTOMER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SERVICE CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 DETERMINE CUSTOMER'S NEEDS
( ) 2.04 PRESENT VARIOUS BRANDS OF PRODUCT DESIRED
( ) 2.05 OVERCOME OBJECTIONS
( ) 2.06 SUGGEST RELATED MERCHANDISE
( ) 2.07 DIRECT CUSTOMER TO CHECKOUT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CUSTOMER IS SERVICED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PROMPTLY AND POLITELY
( ) 3.03 SUFFICIENT DATA OBTAINED TO IDENTIFY PRODUCT
( ) 3.04 ALL PERTINENT INFORMATION ABOUT EACH BRAND IS PRESENTED
( ) 3.05 WITH HONEST INFORMATION
( ) 3.06 INDICATING FUTURE NEED
( ) 3.07 COURTEOUSLY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 03 DEPARTMENT STORE

TERMOB NO. 1-024

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 03 DEPARTMENT STORE

TERMOB NO. 1-025

1.00 CONDITION

( ) 1.01 DEPARTMENT STORE
( ) 1.02 IRATE CUSTOMER DISSATISFIED WITH MERCHANDISE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SERVICE CUSTOMER (DISSATISFIED WITH MERCHANDISE) EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 CALM CUSTOMER
( ) 2.04 DIRECT CUSTOMER TO COMPLAINT OR RETURN DEPARTMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CUSTOMER IS SERVICED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 15 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PROMPTLY AND POLITELY
( ) 3.03 COURTEOUSLY, CUSTOMER IS RELAXED
( ) 3.04 COURTEOUSLY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 03 DEPARTMENT STORE

TERMOB NO. 1-025

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 04 PERSONAL

TERMOB NO. 1-026

1.00 CONDITION

( ) 1.01 RESIDENTIAL DOOR TO DOOR
( ) 1.02 HOUSEWIFE

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SELL PRODUCT (DOOR TO DOOR) TO POTENTIAL CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 GET CUSTOMER'S ATTENTION
( ) 2.04 DEMONSTRATE PRODUCT
( ) 2.05 OVERCOME OBJECTIONS
( ) 2.06 COMPLETE MECHANICS OF SALES
( ) 2.07 CREATE RETURN SITUATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRODUCT SOLD TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 POLITELY
( ) 3.03 CUSTOMER IS GIVING UNDIVIDED ATTENTION
( ) 3.04 ALL PERTINENT INFORMATION IS PRESENTED
( ) 3.05 CUSTOMER IS READY TO BUY
( ) 3.06 NO ERRORS
( ) 3.07 POLITELY, BUSINESS CARD OFFERED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 04 PERSONAL

TERMOB NO. 1-026

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 04 NON-STORE

TERMOB NO. 1-027

1.00 CONDITION

( ) 1.01 BUSINESS BUYER
( ) 1.02 IN BUYER'S OFFICE
( ) 1.03 HAVE APPOINTMENT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 SELL PRODUCT (WITH APPOINTMENT) TO POTENTIAL CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET CUSTOMER
( ) 2.03 GET CUSTOMER'S ATTENTION
( ) 2.04 DEMONSTRATE PRODUCT
( ) 2.05 OVERCOME OBJECTIONS
( ) 2.06 COMPLETE MECHANICS OF SALE
( ) 2.07 CREATE RETURN SITUATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PRODUCT SOLD TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 POLITELY
( ) 3.03 CUSTOMER IS GIVING UNDIVIDED ATTENTION
( ) 3.04 ALL PERTINENT INFORMATION IS PRESENTED
( ) 3.05 CUSTOMER IS READY TO BUY
( ) 3.06 NO ERRORS
( ) 3.07 POLITELY, BUSINESS CARD OFFERED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 04 NON-STORE

TERMOB NO. 1-027

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 04 NON-STORE

TERMOB NO. 1-028

1.00 CONDITION

( ) 1.01 BUSINESS BUYER
( ) 1.02 IN BUYER'S OFFICE
( ) 1.03 NO APPOINTMENT

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 SELL PRODUCT (WITH NO APPOINTMENT) TO POTENTIAL CUSTOMER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 GREET SECRETARY
( ) 2.03 CONVEY TO SECRETARY THE IMPORTANCE OF YOUR VISIT
( ) 2.04 GREET CUSTOMER
( ) 2.05 GET CUSTOMER'S ATTENTION
( ) 2.06 DEMONSTRATE PRODUCT
( ) 2.07 OVERCOME OBJECTIONS
( ) 2.08 COMPLETE MECHANICS OF SALE
( ) 2.09 CREATE REPEAT SITUATION

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PRODUCT SOLD TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 CHEERFULLY
( ) 3.03 WITHOUT ALIENATING HER
( ) 3.04 POLITELY
( ) 3.05 CUSTOMER IS GIVING UNDIVIDED ATTENTION
( ) 3.06 ALL PERTINENT INFORMATION IS PRESENTED
( ) 3.07 CUSTOMER IS READY TO BUY
( ) 3.08 NO ERRORS
( ) 3.09 POLITELY, BUSINESS CARD OFFERED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 04 NON-STORE

TERMOB NO. 1-028

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-029

1.00 CONDITION

( ) 1.01 MAP OF URBAN OR SUBURBAN BUSINESS AREA WITH LOCATIONS AVAILABLE FOR RENT OR SALE MARKED
( ) 1.02 INFORMATION ABOUT PUBLIC TRANSPORTATION ROUTES
( ) 1.03 INFORMATION ABOUT PARKING FACILITIES
( ) 1.04 TEXTS OF INTERVIEWS WITH LOCAL PROPRIETORS CONCERNING BUSINESS VOLUMES

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DETERMINE BEST LOCATIONS FOR NEW RETAIL BUSINESS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 COMPARE ACTUAL COSTS
( ) 2.03 COMPARE REAL ESTATE VALUES
( ) 2.04 COMPARE ACCESSIBILITY TO PUBLIC TRANSPORTATION
( ) 2.05 COMPARE AVAILABILITY OF PARKING
( ) 2.06 COMPARE CUSTOMER TRAFFIC

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 BEST LOCATION FOR NEW BUSINESS IS DETERMINED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ACTUAL COSTS COMPARED, VALID JUDGEMENT MADE
( ) 3.03 REAL ESTATE VALUES COMPARED, VALID JUDGEMENT MADE
( ) 3.04 ACCESSIBILITY TO PUBLIC TRANSPORTATION COMPARED, VALID JUDGEMENT MADE
( ) 3.05 AVAILABILITY OF PARKING COMPARED, VALID JUDGEMENT MADE
( ) 3.06 CUSTOMER TRAFFIC COMPARED, VALID JUDGEMENT MADE

MISOE NO._____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 05 NEW BUSINESS

TERMOB NO. 1-029

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-030

1.00 CONDITION

( ) 1.01 FLOOR PLAN OF EMPTY STORE, GIVING DIMENSIONS, WINDOWS AND ELECTRICITY AVAILABLE
( ) 1.02 GRAPH PAPER
( ) 1.03 PENCIL
( ) 1.04 RULER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DESIGN A RETAIL STORE FACILITY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LAY OUT AISLES
( ) 2.03 LAY OUT DISPLAYS
( ) 2.04 PLACE IMPULSE GOODS
( ) 2.05 PLACE CONVENIENCE GOODS
( ) 2.06 PLACE LUXURY GOODS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 RETAIL STORE FACILITY IS DESIGNED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 AISLES DIRECT CUSTOMER TRAFFIC ACCORDING TO MERCHANDISE GROUPINGS
( ) 3.03 DISPLAYS WILL NOT INTERRUPT TRAFFIC
( ) 3.04 IMPULSE GOODS NEAR ENTRANCE, RELATED GOODS NEARBY
( ) 3.05 CONVENIENCE GOODS LESS CONSPICUOUS, RELATED GOODS NEARBY
( ) 3.06 LUXURY GOODS ON MAIN AISLE, RELATED GOODS NEARBY

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 05 NEW BUSINESS

TERMOB NO. 1-030

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-031

1.00 CONDITION

( ) 1.01 NEW RETAIL BUSINESS
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 WRITE A PAMPHLET DESCRIBING FINANCIAL SERVICES AND ADVANTAGES OF A NEW BUSINESS DIRECTED AT POTENTIAL CUSTOMERS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 STATE SERVICES
( ) 2.03 EXPLAIN MECHANICS OF SERVICES
( ) 2.04 STATE ADVANTAGES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 PAMPHLET IS CONVINCING, INFORMATION IS HONEST AND NOT MISLEADING TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL SERVICES STATED
( ) 3.03 MECHANICS ARE EXPLAINED SIMPLY AND FULLY
( ) 3.04 BY COMPARING WITH SIMILAR SERVICES, ALL ADVANTAGES STATED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 05 NEW BUSINESS

TERMOB NO. 1-031

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-032

1.00 CONDITION

( ) 1.01 NEW RETAIL BUSINESS
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 WRITE A PAMPHLET DESCRIBING CUSTOMER SERVICES AND ADVANTAGES OF A NEW BUSINESS DIRECTED AT POTENTIAL CUSTOMERS EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 STATE SERVICES
( ) 2.03 EXPLAIN MECHANICS OF SERVICES
( ) 2.04 STATE ADVANTAGES

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 PAMPHLET IS CONVINCING, INFORMATION IS HONEST AND NOT MISLEADING TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL SERVICES STATED
( ) 3.03 MECHANICS ARE EXPLAINED SIMPLY AND FULLY
( ) 3.04 BY COMPARING WITH SIMILAR SERVICES, ALL ADVANTAGES STATED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 05 NEW BUSINESS

TERMOB NO. 1-032

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-033

1.00 CONDITION

( ) 1.01 CREDIT APPLICATION CONTAINING PERSONAL REFERENCES, EARNING CAPACITY AND LIST OF OTHER CREDITORS OF APPLICANT
( ) 1.02 PENCIL
( ) 1.03 PAPER
( ) 1.04 TELEPHONE
( ) 1.05 TELEPHONE BOOK

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 MAKE A CREDIT INVESTIGATION EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 INVESTIGATE APPLICANT'S CHARACTER
( ) 2.03 INVESTIGATE APPLICANT'S EARNING CAPACITY
( ) 2.04 INVESTIGATE APPLICANTS' HABITS OF PAYMENT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 CREDIT INVESTIGATION IS COMPLETED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 SUFFICIENT DATA TO JUDGE APPLICANT'S CHARACTER IS OBTAINED
( ) 3.03 APPLICANT'S EARNING CAPACITY IS KNOWN
( ) 3.04 SUFFICIENT DATA TO JUDGE APPLICANT'S CHARACTER IS OBTAINED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

USOE CODE NO(S) _____

DIVISION 03 SELLING

UNIT 05 NEW BUSINESS

TERMOB NO. 1-033

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

UNIT 06 HOUSEKEEPING

TERMOB NO. 1-034

1.00 CONDITION

( ) 1.01 SHELVING OR DISPLAY CASE
( ) 1.02 CLEANING MATERIALS
( ) 1.03 PRICE BOOK
( ) 1.04 MARKING MATERIALS
( ) 1.05 NEW STOCK

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 CLEAN MERCHANDISE SECTION EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 FACE OF SHELVES
( ) 2.03 DUST SHELVES AND MERCHANDISE
( ) 2.04 CHECK PRICES ON MERCHANDISE
( ) 2.05 REMOVE DAMAGED ITEMS
( ) 2.06 FILL SHELVES WITH NEW MERCHANDISE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 MERCHANDISE SECTION CLEANED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 MERCHANDISE STACKED NEATLY, BROUGHT TO FRONT OF SHELF
( ) 3.03 COMPLETELY
( ) 3.04 PRICES ARE CORRECT, INCORRECT PRICES CHANGED
( ) 3.05 ALL DAMAGED ITEMS REMOVED
( ) 3.06 NEW MERCHANDISE NEATLY STACKED, PROPERLY PRICED

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 03 SELLING

USOE CODE NO(S) _____

UNIT 06 HOUSEKEEPING

TERMOB NO. 1-034

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 01 DISPLAYS

TERMOB NO. 1-035

1.00 CONDITION

( ) 1.01 SMALL RETAIL STORE
( ) 1.02 DEPARTMENT STORE
( ) 1.03 SUPERMARKET
( ) 1.04 MANUFACTURER'S DISPLAY KIT
( ) 1.05 DISPLAY KIT DIRECTIONS
( ) 1.06 HAND TOOLS NECESSARY FOR CONSTRUCTION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 POSITION DISPLAY IN STORE EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 CONSTRUCT DISPLAY
( ) 2.03 POSITION DISPLAY IN STORE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 DISPLAY IS POSITIONED IN STORE TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 IN ACCORDANCE WITH DIRECTIONS, DISPLAY IS UNDAMAGED
( ) 3.03 FOR MAXIMUM EFFECTIVE EXPOSURE WITHOUT OBSTRUCTING TRAFFIC

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

USOE CODE NO(S) _____

DIVISION 04 ADVERTISING

UNIT 01 DISPLAYS

TERMOB NO. 1-035

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 01 DISPLAYS

TERMOB NO. 1-036

1.00 CONDITION

( ) 1.01 UNUSED WINDOW DISPLAY SPACE APPROXIMATELY 4 FEET BY 12 FEET
( ) 1.02 MANNEQUINS
( ) 1.03 ASSORTMENT OF WINDOW DISPLAY PROPS
( ) 1.04 ASSORTMENT OF WINDOW DISPLAY DECORATIONS
( ) 1.05 MERCHANDISE (SHOES, CLOTHING, GIFTS OR OTHER)
( ) 1.06 ANY NECESSARY HAND TOOLS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 MAKE A WINDOW DISPLAY EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 DRESS MANNEQUINS
( ) 2.03 POSITION MANNEQUINS
( ) 2.04 POSITION PROPS
( ) 2.05 POSITION DECORATIONS
( ) 2.06 POSITION MERCHANDISE

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 WINDOW DISPLAY IS MADE AND IS APPEALING TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 3 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 CLOTHING DOES NOT "CLASH", PROPERLY PINNED TO FORM
( ) 3.03 GRACEFUL POSITIONS, EVENLY SPACED
( ) 3.04 EVENLY SPACED, PROPS DO NOT "UP-STAGE" MERCHANDISE
( ) 3.05 NEATLY, EVENLY SPACED, DISPLAY IS NOT CLUTTERED
( ) 3.06 FOR EFFECTIVE EXPOSURE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 01 DISPLAYS

TERMOB NO. 1-036

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 01 DISPLAYS

TERMOB NO. 1-037

1.00 CONDITION

( ) 1.01 PRODUCT TO ADVERTISE
( ) 1.02 SMALL RETAIL STORE
( ) 1.03 PENCIL
( ) 1.04 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 LAY OUT A POSTER TO ADVERTISE A PRODUCT FOR THE STORE WINDOW EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LAY OUT PICTURE
( ) 2.03 LAY OUT PRINT
( ) 2.04 LAY OUT DESIGN
( ) 2.05 INDICATE COLORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 POSTER IS LAID OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PICTURE IS SIMPLE, DOES NOT DETRACT FROM PRINT
( ) 3.03 PRINT IS TO THE POINT, READABLE AT A GLANCE
( ) 3.04 DESIGN IS SIMPLE, DOES NOT DETRACT FROM POINT
( ) 3.05 COLORS ARE APPEALING TO THE EYE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 01 DISPLAYS

TERMOB NO. 1-037

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 02 MASS MEDIA

TERMOB NO. 1-038

1.00 CONDITION

( ) 1.01 25 ADVERTISEMENTS INCLUDING BUT NOT LIMITED TO:
( ) 1.02 TAPES OF RADIO "SPOTS"
( ) 1.03 TAPES OF TELEVISION "SPOTS"
( ) 1.04 MAGAZINE PAGES
( ) 1.05 NEWSPAPER PAGES
( ) 1.06 TELEPHONE BOOK YELLOW PAGES
( ) 1.07 OUTSIDE BILLBOARDS
( ) 1.08 PROFESSIONAL TRADE JOURNALS

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 DISTINGUISH BETWEEN THE TWO MAJOR TYPES OF ADVERTISING EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 INDICATE PRODUCT ADVERTISEMENTS
( ) 2.03 INDICATE INSTITUTION ADVERTISEMENTS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 TWO TYPES OF ADVERTISING ARE DISTINGUISHED TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 30 MINUTES WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL ADVERTISING PRIMARILY DESIGNED TO MAKE POTENTIAL CUSTOMERS AWARE OF A PRODUCT AND THEIR NEED FOR IT
( ) 3.03 ALL ADVERTISING PRIMARILY DESIGNED TO KEEP THE PUBLIC CONSCIOUS OF A COMPANY AND AWARE OF ITS GOOD REPUTATION

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 02 MASS MEDIA

TERMOB NO. 1-038

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 02 MASS MEDIA

TERMOB NO. 1-039

1.00 CONDITION

( ) 1.01 PRODUCT TO ADVERTISE
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 WRITE A 30 SECOND T.V. "SPOT" EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LIST SELLING POINTS OF PRODUCT
( ) 2.03 WRITE TEXT OF "SPOT"
( ) 2.04 WRITE MOTION DIRECTIONS OF SPOT

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 T.V. "SPOT" IS WRITTEN TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 2 HOURS WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL POINTS LISTED
( ) 3.03 "SPOT" PROVIDES DESCRIPTION OF PRODUCT'S USEFULNESS, AROUSES INTEREST AND CREATES A DESIRE FOR OWNERSHIP
( ) 3.04 MOTION CO-ORDINATES WITH SCRIPT, PRODUCT NAME IS EMPHASIZED WITH PRINT, PRODUCT BEING USED OR RESULTS OF PRODUCT BEING USED IS SHOWN

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 02 MASS MEDIA

TERMOB NO. 1-039

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 02 MASS MEDIA

TERMOB NO. 1-040

1.00 CONDITION

( ) 1.01 PRODUCT TO ADVERTISE
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

( ) 2.01 WRITE A 15 SECOND RADIO "SPOT" EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LIST SELLING POINTS OF PRODUCT
( ) 2.03 WRITE TEXT OF "SPOT"

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

( ) 3.01 RADIO "SPOT" IS WRITTEN TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL POINTS LISTED
( ) 3.03 "SPOT" PROVIDES DESCRIPTION OF PRODUCT'S USEFULNESS, AROUSES INTEREST AND CREATES A DESIRE FOR OWNERSHIP

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 02 MASS MEDIA

TERMOB NO. 1-040

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 02 MASS MEDIA

TERMOB NO. 1-041

1.00 CONDITION

( ) 1.01 PRODUCT TO ADVERTISE
( ) 1.02 PENCIL
( ) 1.03 PAPER
( ) 1.04 TEXT FOR FLYER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 LAY OUT A "FLYER" TO BE MASS MAILED EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LAY OUT PICTURE
( ) 2.03 LAY OUT HEADLINE
( ) 2.04 LAY OUT TEXT
( ) 2.05 LAY OUT DESIGN
( ) 2.06 INDICATE COLORS

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 "FLYER" IS LAID OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 PICTURE IS SIMPLE AND APPEALING
( ) 3.03 HEADLINE IS TO THE POINT AND ATTENTION GETTING
( ) 3.04 TEXT IS LEGIBLE, PRINT NOT TOO SMALL
( ) 3.05 DESIGN IS SIMPLE, DOES NOT DETRACT FROM POINT
( ) 3.06 COLORS ARE APPEALING TO THE EYE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 02 MASS MEDIA

TERMOB NO. 1-041

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

UNIT 02 MASS MEDIA

TERMOB NO. 1-042

1.00 CONDITION

( ) 1.01 PRODUCT TO ADVERTISE
( ) 1.02 PENCIL
( ) 1.03 PAPER

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME
( ) 2.01 DESIGN A 3 COLUMN 3 INCH DISPLAY AD FOR A NEWSPAPER EMPLOYING THE FOLLOWING OPERATIONS:

( ) 2.02 LIST SELLING POINTS OF PRODUCT
( ) 2.03 LAY OUT HEADLINE
( ) 2.04 LAY OUT PICTURE
( ) 2.05 LAY OUT TEXT
( ) 2.06 LAY OUT DESIGN
( ) 2.07 INDICATE COLOR

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME
( ) 3.01 NEWSPAPER AD IS LAID OUT TO APPROVAL OF BOARD OF EXPERT RATERS. TO BE COMPLETED WITHIN 1 HOUR WITH EACH OPERATION JUDGED AS SATISFACTORY OR UNSATISFACTORY.

( ) 3.02 ALL POINTS LISTED
( ) 3.03 HEADLINE IS TO THE POINT AND ATTENTION GETTING
( ) 3.04 PICTURE IS SIMPLE, DOES NOT DETRACT FROM POINT
( ) 3.05 TEXT IS LEGIBLE, NOT TOO SMALL, AROUSES INTEREST AND CREATES A DESIRE
( ) 3.06 DESIGN IS SIMPLE, DOES NOT DISTRACT FROM POINT
( ) 3.07 COLORS ARE APPEALING TO THE EYE

MISOE NO. _____

PROGRAM DISTRIBUTIVE EDUCATION

DIVISION 04 ADVERTISING

USOE CODE NO(S) _____

UNIT 02 MASS MEDIA

TERMOB NO. 1-042

1.00 CONDITION

2.00 PERFORMANCE

GENERAL STATEMENT OF PERFORMANCE AND RESULTING OUTCOME

3.00 EXTENT

GENERAL STATEMENT OF EXTENT AND EXTENT OF RESULTING OUTCOME

Table T-4 Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

1. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

2. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

3. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

4. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

5. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

6. Division_____ Performance Statement_____

   Unit_____ _____

   _____

   _____

1. Division_____ Performance Statement_____

Unit_____

2. Division_____ Performance Statement_____

Unit_____

3. Division_____ Performance Statement_____

Unit_____

4. Division_____ Performance Statement_____

Unit_____

5. Division_____ Performance Statement_____

Unit_____

6. Division_____ Performance Statement_____

Unit_____

7. Division_____ Performance Statement_____

Unit_____

Table T-4 (Cont'd) Additional TERMOB Performance Statements

This form is provided for the addition of TERMOB performance statements to ensure more complete coverage of your program. Please provide a comprehensive performance statement (coded 2.01 on each TERMOB) for each area of deficiency that you have identified.

The performance statement need only be listed identified by the division and unit numbers of the deficient areas; the conditions and extents will be incorporated later.

8. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

9. Division_____ Performance Statement_____
   Unit_____ _____
   _____
   _____

10. Division_____ Performance Statement_____
    Unit_____ _____
    _____
    _____

11. Division_____ Performance Statement_____
    Unit_____ _____
    _____
    _____

12. Division_____ Performance Statement_____
    Unit_____ _____
    _____
    _____

13. Division_____ Performance Statement_____
    Unit_____ _____
    _____
    _____

Unit_____ _____

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9. Division_____ Performance Statement_____

Unit_____ _____

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10. Division_____ Performance Statement_____

Unit_____ _____

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11. Division_____ Performance Statement_____

Unit_____ _____

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_____

12. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

13. Division_____ Performance Statement_____

Unit_____ _____

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_____

14. Division_____ Performance Statement_____

Unit_____ _____

_____

_____

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